



Program Manager- Age (6-7)

I. Requirements

The Program Manager must:

- A. Have prior experience in environmental education, teaching, child care or other related field; Undergraduate degree in Education or Sciences preferred.
- B. Have a valid certification in Adult and Child CPR and First Aid.
- C. Have a valid driver's license and a clean driving record.
- D. Be 21 years or over.

II. Program

Duties Include:

- A. Maintaining the standards of the American Camping Association.
- B. Working toward accomplishing the mission and goals of Trailside Discovery Camp and The Alaska Center for the Environment.
- C. Working with the Camp Director to provide high quality education experiences to all Trailside Discovery Camp participants.
- D. Facilitating opening and closing ceremonies, and lunchtime presentation (TDC radio).
- E. Overseeing the general day-to-day operations of Trailside Discovery Camp.
- F. Supervising participants and staff and ensuring the safety of all staff and campers.
- G. Planning and implementing staff training.
- H. Conducting middle and end of season staff evaluations.
- I. Planning and moderating all staff meetings.
- J. Coordinating with the Trips Manager and Camp Director for the implementation of logistical plans and transportation schedules.
- K. Setting up field trips and guest speakers.
- L. Maintaining, and overseeing the use of supplies and program equipment.

III. Coordinating and supervising volunteers.

IV.

V. Child Care

Duties Include:

- A. Recognizing and appropriately responding to hazards and emergencies.
- B. Maintaining ACA standards for instructor to camper ratios.
- C. Encouraging the personal and social development of children.
- D. Working with staff to provide appropriate behavior modification to campers.
- E. Moderating concerns between campers, parents and staff.

- VI. Records
Maintain accurate records:
A. Assist the Camp Director with registration as needed.
B. Protect the confidentiality of the participant and staff records.
- VII. Supervision and Support
The Program Manager reports to the Camp Director.
- VIII. Attendance
The Program Manager must:
A. Attend prep-week for staff training.
B. Lead staff training.
C. Lead all staff meetings.
D. Complete the entire length of the summer as agreed upon in his/her contract.
- IX. Miscellaneous
The Program Manager must be willing and prepared to assume other appropriate duties as assigned by the Camp Director.

Program Manager Essential Functions

It is essential that the staff member be able to:

- Communicate effectively to enforce safety regulations.
- Communicate effectively with campers, parents, staff, Campbell Creek Science Center employees, and Camp Director.
- Train staff and campers in emergency procedures.
- Provide supervision and support to staff.
- Appropriately respond to environmental and other hazards.
- Use the computer and phone.
- Keep neat and orderly records.
- Drive the camp van with a trailer.
- Conduct well-organized and informative staff meetings.
- Coordinate logistics required for field trips and guest speakers.